



Subjet: **University of Vienna – incoming invoice**

Dear Sir or Madam,

The University of Vienna would like to inform you that in order to record all supplier invoices promptly and completely, a change in the invoice receipt process will be made. As of July 1, 2015, the University of Vienna's **invoice** receipt process has been centralized in Finance and Controlling. Goods deliveries remain unaffected; there is no central goods receipt at the University of Vienna.

In order to continue to process your invoices in a timely manner, it is necessary that your invoices show the following **MUST information**:

1. **central billing address** (is not the delivery address):

**University of Vienna
Accounting and Finance
Universitätsring 1
1010 Vienna
Austria**

Electronic invoices to be sent to: rechnung@univie.ac.at
pdf format; only 1 attachment per email
No hard copy is required in the case of electronic invoices!

2. **The internal order number **DPXXXXXX** must be noted on the invoice.**

Invoices that do not have the central invoice address or that cannot be allocated due to missing invoices that do not have the central invoice address or that cannot be assigned to the purchase order due to missing information are returned to the supplier unprocessed by Finance and Controlling.

3. **UID number (value added tax identification number) = VAT number**

ATU37586901 lautend auf Universität Wien

Die richtige UID-Nummer muss bereits bei der Bestellung angegeben werden. Zwingend ist ihre Angabe bei Bestellungen in Österreich ab einem Wert von EUR 10.000 brutto und im Ausland.

Your contact to Finance and Controlling, University of Vienna

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We would like to thank you for your support.

With kind regards

Your event management team